

# JACK YATES HIGH SCHOOL

## DIPLOMA ORDER FORM

**PRINT YOUR NAME EXACTLY AS IT APPEARS ON YOUR BIRTH CERTIFICATE**

EXAMPLE: Lisa Ann Doe

If you have no middle name, put a dash. **DO NOT USE NICKNAMES, PREFERRED NAMES OR INITIALS!** Be sure to add Jr. or II, etc. if needed. Be clear about your last name; for EXAMPLE, McDonald or Mcdonald, DeLeon or Deleon. Make sure to proofread your response for correct spelling.

The cost for reordering a diploma is \$40. Once payment is received, your diploma will be ordered, and the expected delivery time is 6-8 weeks.

**First Name** \_\_\_\_\_ **Middle Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

Date of Birth \_\_\_\_\_ Student ID# \_\_\_\_\_

**Graduation Date:** \_\_\_\_\_ (if exact date is unknown provide graduation year)

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

*Receipt of your diploma will require a photo ID and signature.*

**\*\*\* If a student is 18 years old or older, ONLY the student can consent to the release of their records (FERPA of 1974) \*\*\***  
Please indicate the first and last name of another individual that has right of access to your records. Release of diploma will require a photo ID and signature.

1. \_\_\_\_\_

2. \_\_\_\_\_

**In office use only:**

- Confirmed graduation date via official AAR
- Payment (\$40) received
- Diploma reorder completed on \_\_\_\_\_ (date) or attached copy of reorder receipt from diploma portal.
- Diploma received and student contacted for pick-up on \_\_\_\_\_ (date)